

The Town of Matthews, a community of approximately 30,000, is seeking a creative, dynamic, experienced self-starter for the position of **Assistant Town Manager**. The successful candidate will perform complex professional and administrative work directing and coordinating administrative functions and assisting the Town Manager in a variety of assignments. Supervision is exercised over administrative staff and over all Town staff in the absence of the Town Manager.

Essential functions include planning, organizing and directing administrative functions including IT, risk management, budget and finance, and economic development; assists the Town Manager with the direction, control and evaluation of Town operations; as well as prepares reports, coordinates projects that involve multiple departments; works on special projects as needed; participates in budget coordination, capital improvement planning and financial administration; prepares materials for Town Board agendas, attends Board sessions, and provides information or technical assistance, and follow-up as required; interprets administrative policies, and proposes policy and procedural revisions; serves as Acting Town Manager when so designated; supervises and performs human resources program development and administration; oversees salary administration, benefits programs, safety programs, training programs, employee relations and administration of employee performance evaluation and grievance programs; and researches and recommends policies and programs based on changes in laws, court rulings, organizational needs and professional trends.

Knowledge, skills and abilities to include comprehensive knowledge of public management and organization theories, principles, practices and techniques at the local level; comprehensive knowledge of the basic laws, ordinances and regulations applicable to budget preparation, approval and administration; thorough knowledge of the theories, principles and practices of public human resources administration; ability to analyze a variety of complex administrative problems, to make sound recommendations for their solutions and to prepare working procedures; ability to communicate ideas effectively; ability to establish and maintain effective working relationships with local, state and other officials, civic and business leaders, Town Board and the public.

Education and experience includes any combination equivalent to graduation from an accredited college or university with major course work in public administration or related field supplemented by a master's degree and extensive experience in municipal government. Position range is \$86,226 to \$129,338. Hiring salary dependent on qualifications and experience. Only qualified applicants will be considered.

Send completed application (available online at [www.matthewsnc.gov](http://www.matthewsnc.gov) or at Town Hall) to Human Resources at 232 Matthews Station Street, Matthews NC 28105. No emailed, faxed or scanned copies accepted. EOE. Open until November 13, 2015. This employer participates in E-Verify.

*Position Number 4115-001*